



MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU — RECORDS
PO BOX 2167, JEFFERSON CITY MO 65105-2167
(573) 526-3669 FAX: (573) 526-7367 www.dor.mo.gov
REQUEST FOR SECURITY ACCESS CODE

OFFICE USE ONLY

SECURITY CODE ASSIGNED _____

FORM

4678

(REV. 03-2010)

INSTRUCTIONS: This form must be completed and approved before a Requester can obtain restricted information.
Only Requesters who meet the criteria outlined in Section B are eligible to obtain restricted information and/or a security access code.

REQUESTING: ☐ New Security Access Code (first time) ☐ Modify Information ☐ Recertification

SECTION A. REQUESTER INFORMATION (THIS SECTION MUST BE COMPLETED BY ALL.)

NAME OF COMPANY OR INDIVIDUAL

ALL AUTHORIZED PERSONNEL: ☐ ATTACH LISTING IF NECESSARY

E-MAIL ADDRESS (REQUIRED FOR FUTURE NOTIFICATIONS)

TELEPHONE NUMBER

FAX NUMBER

(____) ____ - ____

(____) ____ - ____

STREET ADDRESS (PHYSICAL LOCATION)

CITY

STATE

ZIP CODE

MAILING ADDRESS (IF DIFFERENT)

CITY

STATE

ZIP CODE

DESCRIBE THE PRIMARY FUNCTION OF YOUR BUSINESS

DESCRIBE HOW THE RECORD/PERSONAL INFORMATION ACCESS WILL BE USED

SECTION B. AUTHORIZATION (THIS SECTION MUST BE COMPLETED BY ALL.)

Requester hereby certifies this request for Missouri vehicle and/or driver license records or information is made under the provisions of the Federal Driver's Privacy Protection Act (DPPA) and Missouri law. **Please review and carefully check all boxes that apply to requester to obtain personal information on a restricted record.** Requester is seeking information:

- ☐ (01) As a government agency (federal, state, or local) or employed by such.
- ☐ (02) As a court or employed by such.
- ☐ (03) As a law enforcement agency or employed by such.
- ☐ (04) For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions, motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
- ☐ (05) For use as a legitimate business in verifying accuracy of the personal information submitted by the individual to the business or its agents, employees, or contractors and/or to obtain correct information but only for purposes of preventing fraud, pursuing legal remedies, or collecting a debt. (For individual requests only.)
- ☐ (06) For use in connection with any civil, criminal, administrative, or arbitral proceeding in any federal, state, or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a federal, state, or local court.
- ☐ (07) For use in research activities, and producing statistical reports, so long as the personal information is not published, redisclosed, or used to contact individuals.
- ☐ (08) As an insurer, insurance support organization, or self-insured entity for use in connection with claims investigation activities, antifraud activities, or rating or underwriting.
- ☐ (09) For use in providing notice to the owners of towed or impounded vehicles.
- ☐ (10) As a representative or owner of a licensed private investigative agency or licensed security service.
- ☐ (11) For use as an employer, its agent or insurer in obtaining vehicle/driver record information relating to a holder of a commercial driver license (CDL).
- ☐ (12) As a representative or owner of a private toll transportation facility for use in operation of the facility.
- ☐ (13) For disseminating information to the public in a newspaper, book, magazine, broadcast, or similar form of public communication, when such dissemination is related to the operation of a motor vehicle or to public safety.

PREVIOUS ACCESS

Has Requester, or any partner or officer thereof, ever had, or currently have, a Missouri Security Access Code for the purpose of obtaining restricted records?

☐ Yes ☐ No If yes, indicate the current/prior Security Access number/requester code(s): _____

GENERAL SECURITY REQUIREMENTS

1. Requester shall maintain the security and integrity of the information received. A violation of any provisions of this Agreement, whether by omission or commission, shall be grounds for action by the Department and may result in termination of the security access code.
2. Requester shall ensure compliance with all security provisions of this Agreement. If fraud or abuse is suspected or confirmed, the Requester shall immediately notify the Department by telephone at (573) 751-2633. A written notification containing all facts therein shall be prepared by the Requester within three business days and mailed to the Department at the following address: MISSOURI DEPARTMENT OF REVENUE, GENERAL COUNSEL, PO BOX 475, JEFFERSON CITY, MO 65105-0475.
3. Requester shall maintain a current list of persons and entities authorized to access Department records. This list shall be available to the Department upon demand.
4. If Requester resells or discloses personal information covered by the DPPA, Requester must keep, for a period of five years, records identifying each person or entity that receives such information and the permitted purpose for which the information will be used and must make such records available to the Department upon request.
5. If Requester resells or rediscloses personal information, Requester must ensure that the receivers of the requested records are authorized under the DPPA and the receivers understand their responsibilities under DPPA.
6. The Department reserves the right to audit Requester's compliance with DPPA. Any such audit shall be performed at reasonable times and in a reasonable manner as determined by the Department.
7. Requester shall not disclose its Department assigned security access code verbally, in writing, or when passing data electronically to anyone other than a Department representative or an authorized individual who is in the direct employ of the Requester.
8. Requester shall not sell, retain, distribute, provide, or transfer any record information or portion of the record information acquired under this Agreement except as authorized by the Department and the DPPA.
9. Requester shall not sell personal information for commercial purposes, which includes purposes motivated primarily by financial gain such as, but not limited to, surveys, marketing or solicitations, without the express consent of the person to whom such information pertains.

STATEMENT OF UNDERSTANDING, CERTIFICATION SIGNATURE(S)

Instructions: Please read the statement of understanding and check the appropriate block and sign.

Requester understands that false or misleading answers are cause for denial and/or termination of any access request. Requester authorizes the Director of Revenue, or the Director's designee, to investigate any matter or statement contained in this request.

Requester understands that if this request is approved, authorization for DPPA access shall be for a term of one (1) year, commencing the day and year the security access code is activated, unless the Department requests that Requester reapply. Requester further understands that this authorization may be renewed for successive one (1) year term(s) upon further agreement of the parties.

Requester understands that according to provisions of the Missouri Revised Statutes and the Federal Driver's Privacy Protection Act, any person holding a security access code who directly or indirectly obtains information from the Department of Revenue using false representations or distributes restricted or confidential information to any person or uses the information for a reason not authorized or specified in this request is liable, subject to penalty, and shall be denied a security access code.

Requester understands that Section 302.183.2, RSMo, (HB 361 effective August 28, 2009) prohibits the sale of data derived from a person's application for commercial purposes, which includes purposes motivated primarily by financial gain such as, but not limited to, surveys, marketing or solicitations, without the express consent of the person to whom such information pertains.

Requester understands and agrees that the Department shall not be liable for any damages, including but not limited to actual, direct, incidental or consequential damages, arising out of or in any way connected with Requester's access or use of motor vehicle or driver license record information pursuant to this Agreement or otherwise, and that Requester shall indemnify and hold harmless the Department from any claim, loss, cost or expense, including attorney fees, in relation thereto.

Check one: ☐ Individual ☐ Partnership ☐ Corporation ☐ News Agent ☐ Government Agent

Requester certifies under penalty of perjury that: 1) Requester understands and agrees with each and every statement set forth in this request; 2) all information provided in this request is true and correct; and 3) the willful and unauthorized disclosure of information obtained from any Department record may result in penalties imposed under Title 18 U.S.C. Section 2724, and as otherwise provided by law.

SIGNATURE(S) OF INDIVIDUAL, PARTNERS (ALL REQUIRED), AUTHORIZED CORPORATE OFFICER, NEWS AGENT, OR GOVERNMENT AGENT

PRINTED NAME(S)

TITLE OF CORPORATE OFFICER, NEWS AGENT, OR GOVERNMENT AGENT (MUST COMPLETE)

NOTARY INFORMATION

NOTARY PUBLIC EMBOSSER OR BLACK RUBBER STAMP SEAL	STATE	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS	
	DAY OF	YEAR
	USE RUBBER STAMP IN CLEAR AREA BELOW.	
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES
	NOTARY PUBLIC NAME (TYPED OR PRINTED)	